

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAUMHOLDER
UNIT 23746
APO AE 09034

IMEU-BMH-ZA

JAN 24 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 2-9, 24 and 48 hour Visitor Pass Control
Procedures/Sponsor's Escort Responsibilities

1. Reference. AE Reg 190-16, Installation Access Control, 22 Mar 2005.
2. Purpose. To establish a policy concerning the standards of escort requirement and visitor pass turn-in for sponsors signing in guests at Baumholder, Strassburg, and Neubruecke installations.
3. Applicability. This policy applies to all military and civilian employees of the U.S. Government and family members, defense contractors, guests, and Local Nationals with sign-in authority, assigned or attached within the USAG-B area of responsibility. This policy does not apply to Gutsbezirk (H-Area) residents.
4. Policy. Sponsors of visiting guests are required:
 - (1) to provide complete and correct guest information during sign-in;
 - (2) to complete the Statement of Understanding and other related entries;
 - (3) to provide an escort at all times while their guests are on post;
 - (4) to escort their guests out of the installation; and
 - (5) to return the visitor pass before the date and time of expiration.

The pass issued by the Daily Visitor Pass Office (POL Yard) will not exceed 24 hrs except as stated in paragraph 5 below. Visits of less than 7 days will require daily sign-ins. **Sponsors cannot sign in more than four (4) individuals and their vehicles at one time.**

5. 48 hour passes may only be issued at the Daily Visitor Pass Office, at the POL yard. A 48 hour pass will only be issued to visitors who arrive on a weekend and are unable to obtain an Installation Pass until the following Monday when the Installation Pass Office reopens. Exceptions will be made for days conflicting with Federal Holidays. The following documentation is required to acquire a 48 hour pass. Failure to produce all of these documents will result in a 48 hour pass not being issued.

- a. Passport
- b. Flight Itinerary justifying dates of visit.

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c. Valid identification for sponsor

6. Procedures:

a. The sponsor is a person with sign-in authority who signs the guest on post. The sponsor will complete the Statement of Understanding, ensuring that complete and correct information is provided to entry control personnel. The guest will provide current identification documentation as requested by the pass issuing authority (German Ausweis, or Passport). Other identification documentation is not authorized. Non-German visitors that are residents of Germany will also be checked for a residence permit. If the German residence permit is expired, the individual will not be allowed access on the installation.

b. Once the required documentation is provided and verified, the guard will issue a visitor pass not to exceed 24 hours. Should the sponsor deem that more time is needed, the sponsor and the guest will return to the issuing gate, return the previous visitor pass, and request reissue of the visitor pass.

c. The sponsor is responsible for the personal conduct of his/her guest while on the installation.

d. The sponsor is required to provide full escort at all times while the guest is on post.

e. The sponsor is required to return the visitor pass to the issuing gate before the date and time of expiration. The guest must be present with the sponsor when checking out of the installation. The sponsor will ensure that entry control personnel witness the exit of the guest from the installation. If the sponsor and guest do not return the visitor pass prior to its expiration, the guard will inform local law enforcement personnel and the guest will be escorted out of the installation. The sponsor will be held responsible for failure to comply with this Policy.

f.. If the sponsor refuses to complete the required documentation, the guest will be denied access.

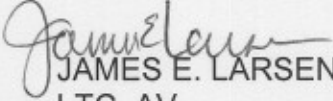
g. Authorized individuals must be at least 18 years of age in order to sponsor a guest on post.

7. Individuals found in violation of this policy letter will be subject to disciplinary action under UCMJ or appropriate adverse administrative action and/or USAREUR Regulation 27-9, Misconduct by Civilians, to include the loss of sign-in privileges. **On the third offense, the sponsor will receive a suspension of sign-in privileges for six (6) months from the date of the third offense.**

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8. Proponent for this policy is the USAG-B DES IACO, at DSN 485-8665.


JAMES E. LARSEN
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Commanding

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